



1700 Research Boulevard Rockville, Maryland 20850 301-340-2210

EXECUTIVE SEARCH CONSULTANTS

CITY ATTORNEY

CITY of ROCKVILLE, MARYLAND

Client

The City of Rockville, a suburb of Washington, D.C., is the County Seat of Montgomery County and the fifth largest City in Maryland. The City, with a population of 63,170, operates under the council-manager form of government. Rockville provides a full range of services for its residents, along with providing more than 883 acres of City parkland. In 2008, Money Magazine ranked Rockville as one of the “Best places to live in the United States”. In 2007, both Standard & Poor’s and Moody’s Investor Services awarded the City with a AAA bond rating. Nationwide, fewer than five percent of all cities achieve this rating. Rockville is now one of only 55 AAA-rated municipalities in the country with a population of 75,000 or fewer.

Opportunity

The City Attorney performs complex executive and professional-level work as legal advisor to the Mayor and Council, City staff and various boards and commissions of the City. The City Attorney is appointed by, reports to, and serves at the pleasure of, the Mayor and Council, and maintains close working relationships with the City Manager, City Clerk, Department Heads, and other senior managers.

As chief legal advisor to the City government, the City Attorney must have a broad knowledge of state and federal laws and regulations applicable to municipalities, the City’s ordinances and Charter, and their implications for day-to-day business operations. This position requires a highly-experienced executive-level attorney who can provide expert assistance and solid legal advice. Responsibilities include planning, developing, implementing, and evaluating a legal services program for the City. The Legal Department’s operating budget for fiscal year 2008-2009 is \$631,000. Supervision is exercised over the office’s professional and administrative support staff.

Duties

- Supervises and manages the day-to-day operations of a multi-practice law office, including determining the appropriate outsourcing of legal work.
- Renders oral and written legal opinions to the Mayor and Council, City Manager, and Department Directors and other City staff as requested.
- Prepares court papers, contracts, ordinances, resolutions, deeds, leases, research and related memoranda, and other legal documents.

- Drafts, reviews, and approves proposed ordinances for consideration by the Mayor and Council.
- Recommends and reviews the provisions and legal sufficiency of contracts, bonds, bids, leases, insurance, and claims.
- Attends meetings of the City Council, Planning Commission, and various committees and boards as required and renders legal advice on issues raised by matters on the agenda.
- Represents the City in lawsuits and administrative proceedings.
- Represents the City's interests in various contract negotiations.
- Manages, supervises, and reviews the work of legal and support staff, as well as managing the office budget, support contracts, etc.
- Researches, interprets, and applies laws, court decisions, and other legal authorities in the preparation of opinions and briefs.
- Analyzes legislation including proposed state and federal legislation affecting the City.
- Answers communications from the public relative to municipal ordinances and legal matters affecting the City.
- Investigates complaints and claims by, or against, the City.
- Organizes, interprets, and applies legal principles and knowledge to complex legal problems.
- Comprehends, and makes inferences from, written material to provide legal representation and advice.
- Analyzes narrative and statistical data to make recommendations regarding legal issues affecting the City.
- Oversees the enforcement of City and department policies and procedures, and the maintenance of proper records and reference materials.

Required Training and Experience:

- Minimum of 10 years experience practicing law, either in a City or County government setting or in a law firm addressing municipal issues. Experience will include zoning and land use, litigation, regulatory and administrative proceedings, contract drafting and negotiation, and municipal tax and finance administration.
- Membership in the Maryland State Bar. (If not a member, you will be required to become one.)

Preferred Knowledge, Skills and Abilities:

- Knowledge of the organization and functions and goals of the City government.
- Extensive knowledge of the provisions of Maryland law, City Code and Charter provisions.
- Strong knowledge and understanding of general principles of legal ethics with an emphasis on ethics and accountability in the context of municipal administration.
- Skill in planning, developing, implementing and administering a legal services program dealing with various governmental functions.
- Skill in negotiating agreements which accommodate conflicting interests and viewpoints.
- Skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached.
- Ability to establish and maintain effective working relationships at all levels, both internal and external.

- Ability to attend meetings and perform work assignments at times other than normal business hours.
- Ability to make a determination when outside counsel is needed and willingness to work with retained counsel.

Education: Juris Doctorate degree or equivalent from an American Bar Association accredited law school.

Compensation: \$140,000 - \$180,000 plus excellent benefits; client will pay all interview and relocation expenses.

Equal Employment Opportunity: All candidates will be considered without regard to any non-merit reason such as race, color, religion, sexual orientation, national origin, or disability.

Contact:

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